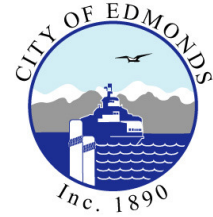


city of edmonds development information



Change of Use Permit Submittal Requirements

PERMIT REQUIRED:

A change of use permit encompasses a variety of situations. Changing the use of a building or facility may involve an extensive remodel or may require no physical changes at all. The change of use permit is intended to provide approvals and a Certificate of Occupancy for new businesses or uses where there is no significant work that would otherwise require a building permit.

A building permit is required for the remodeling or alteration of space within an existing building. For more information, refer to the Tenant Improvement handout ([See Handout #B82](#)).

New signs, awnings, marquees, canopies, etc. require a Building Permit. Also, the City has Design Review criteria for proposed exterior changes to commercial buildings for aesthetic purposes. ([See Handout #P7](#))

CODES:

- International Building Code & Appendix E (Current Edition)
- International Existing Building Code (Current Edition)
- International Fire Code (Current Edition)
- International Mechanical Code (Current Edition)
- International Fuel Gas Code (Current Edition)
- Washington State Energy Code (WSEC) (Current Edition)
- Uniform Plumbing Code (Current Edition)

PERMIT FEES:

The fee for a change of use permit is \$425. If alterations to the space are to be performed additional permits and fees may be required such as; building permit, plumbing permit, mechanical permit, etc. Also, Traffic Impact fees may apply. Please note that an electrical permit may be required for changes to the electrical service or wiring (contact L&I at 425.290.1300 for more information).

SUBMITTAL REQUIREMENTS for a Change of Use permit are listed on the Commercial/Multifamily Permit Application form.

#B15

FREQUENTLY ASKED QUESTIONS

WHEN DO I NEED ARCHITECT OR ENGINEER STAMPED PLANS?

State Law requires that if the building project exceeds 4,000 square feet in l area, plans must be prepared, stamped and signed by a Washington State Licensed Architect or Professional Engineer. It is highly recommended that you hire a design professional to assist you in preparing plans.

WHO CAN SIGN FOR THE CHANGE OF USE PERMIT?

Only the Owner of the building, State Licensed Contractor, or designated Agent on behalf of the building owner may sign for a Change of Use permit.

HOW LONG DOES IT TAKE TO OBTAIN A CHANGE OF USE PERMIT?

The standard processing time for Change of Use permits at the City is approximately 15 business days. The City is committed to processing all permits in a timely manner but success depends upon the quality of the plans submitted. Be sure you check the plans before you submit to the City to ensure they are complete and include all noted details explained in this handout.

WHO CAN PERFORM REMODELING WORK ON A COMMERCIAL BUILDING?

If the Change of Use permit requires building code upgrades be advised: only building owners, full time employees of building owners, and State Licensed Contractors may perform work on a commercial building ([See Handout #B19](#)). A tenant or business owner may not perform permitted construction work on a commercial building.

HOW IS OCCUPANCY GRANTED?

With the issued Change of Use permit you will receive a field job card. Check the card for all required City inspections. Note: most City Departments require a minimum of 24 hours notice for inspection but some do require 48 hours advanced notice. Once all noted Departments have granted final approval, the City Building Official will issue your business a formal Certificate of Occupancy document that is required to be posted on the premises.

WHEN WILL MY BUSINESS LICENSE BE ISSUED?

[City business licenses](#) are approved once Tenant Improvement work is completed and occupancy is granted by the Fire and Building Departments.

NOTE: THE PURPOSE OF THIS HANDOUT IS TO ASSIST THE PUBLIC IN COMPLYING WITH DETAILED PERMIT SUBMITTAL REQUIREMENTS. IT IS NOT A COMPLETE LIST OF PERMIT OR CODE REQUIREMENTS AND SHOULD NOT BE USED AS A SUBSTITUTE FOR APPLICABLE LAWS AND REGULATIONS. IT IS THE RESPONSIBILITY OF THE OWNER/DESIGN PROFESSIONAL TO REVIEW THE SUBMITTAL FOR COMPLETENESS AND APPLICABILITY TO OTHER CODES. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED BY THE CITY FOR REVIEW.